



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 1710.6

MCCS

25 OCT 2000

STATION ORDER 1710.6

From: Commanding General
To: Distribution List

Subj: AUTHORIZED PRIVATE ORGANIZATIONS ABOARD MARINE CORPS
AIR STATION (MCAS) MIRAMAR

Ref: (a) DOD 5500.7R
(b) NAVFAC P-73 (NOTAL)
(c) MCO 5760.4B
(d) MCO P1700.27A

Encl: (1) Private Organizations Authorized to Conduct
Activities Aboard MCAS Miramar

1. Purpose. To publish information and instructions for the establishment and operation of private organizations aboard MCAS Miramar.

2. Policy. Private organizations (PO) of a civil, social or fraternal nature, which serve to enrich military life, will normally be approved to conduct meetings/activities aboard MCAS Miramar. Enclosure (1) refers.

a. Creation Procedures for PO. A representative of an organization desiring to become an authorized PO will request a PO package from the Assistant Chief of Staff, Marine Corps Community Services (AC/S, MCCS). The PO package will consist of:

- (1) Sample request letter.
- (2) Copy of reference (b).
- (3) Copy of this Order.
- (4) Sample Constitution and Bylaws.
- (5) Mandatory topics to be included in PO Constitution and Bylaws.

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(6) Up-to-Date Roster of Officers Form.

b. Requirements. To obtain approval to conduct such activities, the PO must:

(1) Conduct its meetings in accordance with a constitution and bylaws, charter or articles of agreement approved by the Commanding General.

(2) Be self-sustaining and operated for the primary benefit of authorized participants and by individuals acting exclusively outside the scope of any official capacity as military personnel, employees or agents of the Federal Government.

(3) Provide minutes of all meetings and up-to-date listings of members and officers (names, addresses and telephone numbers) to the AC/S, MCCS.

(4) Submit a financial summary to the AC/S, MCCS at the conclusion of each operating year. Failure to submit a current financial summary for the file will result in the deletion of the PO from enclosure (1).

(5) Maintain adequate liability insurance, as required by the AC/S, MCCS and the AC/S G-4 (Facilities Officer).

c. Restrictions. The PO will comply with the following:

(1) Activities that conflict or compete with authorized functions of MCCS (Semper Fit, Services, and Food and Hospitality) or any Nonappropriated Fund Instrumentalities will not be approved. Conflict or competition is determined by the AC/S, MCCS.

(2) Per the references, direct financial assistance to a PO from MCCS is prohibited.

(3) Civilian personnel membership in a PO, except those Type 1 Pos listed in enclosure (1) as exempt, will be limited to not more than one-third (1/3) of the total membership strength, so as to maintain military personnel and their family members as the primary beneficiaries in the PO. Civilian employees of the Department of Defense employed on the installation and authorized family members may be included in the membership without regard to limitation. Membership discrimination based on race, color, marital status, religion, national origin, physical handicap or sex is prohibited.

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(4) The name Marine Corps Air Station, Miramar will not be used in the title of a PO unless approval is granted by the Commanding General.

(5) Neither appropriated fund nor nonappropriated fund activities will assert any claim to the assets or incur or assume any obligation of any PO except as may possibly arise out of a contractual relationship.

(6) Each PO authorized to operate on MCAS Miramar will be subject to an annual review of their administrative, financial summary, insurance and operating procedures by the AC/S, MCCA. These reviews are to ensure compliance with the references. Completed reports will be made to the Commanding General, recommending corrective action where appropriate.

d. Logistics Support

(1) POs are responsible for furnishing or procuring equipment, supplies and other materials at the expense of the PO. Loaning or renting government-owned equipment to a PO will be reviewed on a case-by-case basis, per reference (a).

(2) For a PO having exclusive use of a facility or space on a permanent basis, on outgrant document and reimbursements will be accomplished as required by reference (b) through the AC/S G-4 (Facilities Officer).

3. Exempt Activities. Certain unofficial activities are necessary for the enhancement of morale and efficiency. The following activities are exempt and will not be formally identified as independent PO:

a. As per reference (c), small informal funds, such as office coffee funds and flower funds are authorized. Participation in the fund must be voluntary, contributions must be reasonable, and no individual may profit personally from activities related to the fund. Fund monies shall not be co-mingled with any person's private finances. If fund monies are maintained in a financial institution, the account should be set-up so that interest accrued, if any, will go back to the fund and not to any individual. Non-interest bearing accounts are preferred, in order to avoid incurring income tax obligations.

b. MCAS Miramar commands that participate in the MCCA unit allocation program.

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c. Contractor/subcontractor organizations operating on MCAS Miramar are excluded.

4. Discontinuance. Discontinuance of a PO may be effected by the membership with the procedures set forth in the approved constitution/bylaws. Upon discontinuance, a financial summary will be completed and submitted to the AC/S, MCCS. A decision by the Commanding General to withdraw permission to operation aboard MCAS Miramar shall cite the reason, provide any guidance for disposition of government assets (if any), and establish a termination date. Abandoned property will be impounded by the AC/S, MCCS and disposed of in the best interest of this command.

5. Action. The AC/S, MCCS:

a. Is assigned overall cognizance over PO matters and will act as the liaison for this command.

b. Will implement the procedures set forth in this Order and directives from higher authority.

c. Will maintain files to ensure compliance with the references and the enclosures.

d. Will review minutes of meetings for each PO.

e. Will update enclosure (1) as required.


J. A. CAUGHLAN
Chief of Staff

DISTRIBUTION: A

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Private Organizations Authorized to Conduct Activities Aboard
Marine Corps Air Station Miramar

1. Type 1. Federally sanctioned private organizations are recognized per specific DoD authority or by special authority granted at the installation level and are exempt from this Order.

a. Financial Institutions. Marine Corps West Federal Credit Union.

b. Community Service/Benevolent. Navy-Marine Corps Relief Society.

c. Unions

(1) National Federation of Federal Employees, Local Union AFGE 1881, represents nonappropriated fund and civil service employees.

(2) Federal Fire Fighters Association, Local F-85, International Association of Fire Fighters represents graded civil service fire protection personnel.

2. Type 2. Affiliated private organizations are local affiliations of chapters, lodges (fraternal or benevolent), posts (veterans' organizations), or elements of national or State chartered organizations of the private sector.

a. Boy Scouts of America (Cub Scout Packs, Boy Scout Troops, Explorer Scouts).

b. Girl Scouts of America (Brownie Troops, Junior Troops, Cadet Troops, Senior Troops, Camp Fire Girls).

3. Type 3. Independent private organizations are organized, established, operated and controlled locally by common interest groups conducting specific activities that fulfill certain needs or wants of some members of the DOD family, and have no formal connection or affiliation with an organization outside of the installation.

ENCLOSURE (1)

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a. Recreation/Sports

- | | |
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| (1) Bowling | Individual leagues on file at
the station bowling center |
| (2) Equestrian | Flying Hooves Riding Club |
| (3) Golf | Miramar Men's Golf Club
Miramar Women's Golf Club |
| (4) Radio Control | Radio Control Flying Club |

b. Spouses' Clubs

- (1) Spouses of Enlisted Marines (SEM)
- (2) Nearly New Shop
- (3) Marine Officers' Wives Club

ENCLOSURE (1)